

17 July 1947

CONFIDENTIAL

MEMORANDUM FOR CHIEF, ADMINISTRATION AND SERVICES
CHIEF OF OPERATIONS

Subject: Authority to Direct Transfer of Personnel,
Travel, Etc.

1. Reference is made to my memorandum dated 24 June 1947, concerning the above subject. In the reference memorandum, it is directed that all pouch and cable communications relating to travel or transfer of personnel be signed for release by me or my executive officer.

2. In the interest of better administration and to assist in the preparation of pouch and cable communications relating to travel and transfer of personnel from one official station to another, the payment of expenses incident thereto, and related instructions, such communications must cover the following points:

- (a) The approximate date on which travel is authorized;
- (b) The approved method of transportation;
- (c) Whether the travel involves temporary duty or permanent change of station;
- (d) Whether transportation is at Government or the traveler's expense;
- (e) Whether transportation of personally owned automobile is at Government or the owner's expense (see S.O. Directive No. 15 dated 6 March 1947).
- (f) Where employees are State Department designees, instruction to report travel plans to Ambassador or Minister through chief of CIG mission;
- (g) Special qualifications of travel with regard to indirect routing, delay enroute, or leave enroute.

CONFIDENTIAL

-2-

CONFIDENTIAL

3. Those persons preparing communications relating to travel or transfer of personnel will be guided by the above, as may be applicable. All such communications will be coordinated with the Personnel Division, OSO, and it will be the responsibility of that Division to ascertain compliance with pertinent laws, regulations, organization policies, and the instructions set forth above.

DONALD H. GALLOWAY
Assistant Director for
Special Operations

cc: All Branch Chiefs
Personnel Div., OSO
Special Funds
Transportation & Supply
Security Div.

JSW:mbt

CONFIDENTIAL